

HOPE VI RELOCATION AIDE

DISTINGUISHING FEATURES OF THE CLASS: Working with the HOPE VI Program Team, the Relocation Aide will assist Corning Homes residents in their relocation efforts. Assistance is provided with the transportation of the resident to view/tour other suitable housing arrangements. Assistance with the relocation efforts may take place within the immediate community, at developments managed and operated by the Authority or in the private housing market with utilization of Section 8 Certificates and/or exploring the potential of homeownership opportunities. This position is temporary and is filled only as needed.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists the individual or family in selecting adequate housing accommodations that meet the needs of the family and the criteria of the program;
- Provides transportation for families to tour developments at Authority sites or other housing accommodations in the private market;
- Conducts inspections for Section 8 Housing Quality Standards using a standard format during the inspection process;
- Assists families with the relocation effort to a new residential environment;
- Provides insight and offers suggestive tips on how the family can best introduce themselves to the new environment;
- Reports to the HOPE VI Team when difficulties arise in the viewing of housing accommodations, packing, moving and transportation, and makes recommendations for change;
- Ability to meet time constraints developed by the HOPE VI Team for completion of the family's moving arrangements;
- Assists the family in organizing and packing for the move, accommodating individuals with disabilities or language difficulties;
- Schedules car pooling arrangements or transportation when necessary on behalf of the relocation effort;
- May distribute in a timely manner postings or notices issued to families by HOPE VI that announce changes in the relocation patterns, delays or informational meetings;
- Provides suggestions to the Manager by means of observation of the families on suggestions or methods that could possibly speed up the relocation process for the family;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Good knowledge of geographic locations within the City of Albany;
- Ability to translate written materials and/or documents;
- Ability to communicate well with persons of different backgrounds;

- Able to work independently
- Ability to make sound recommendations to assist in the moving process;
- Good judgment
- Ability to accommodate a schedule that lends itself to a wide assortment of requests from relocating families;
- Ability to handle stressful situations
- Ability to communicate well;
- Courtesy, tact;
- Positive attitude;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SPECIAL NOTE:

Preference will be given to applicants who have their own vehicle.
Applicant must have a valid New York State Driver's License at the time of application and for duration of employment.